

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3332

**TITLE:** THEATRICAL ARTS DIRECTOR

**GRADE:** S-25

**DEFINITION:**

Under general supervision, to design, implement, and administer a district-wide multi-discipline performing arts program for a large community center equipped with a professional theatre; and to do related work as required.

**TYPICAL TASKS:**

Designs and administers professional and amateur performing arts programming, including entertainment and educational opportunities in the areas of theatre, music, dance, film, television, and related arts fields;

Negotiates and administers performing arts and facility rental contracts in accordance with industry standards and County, State, and Federal laws and regulations;

Directs the scheduling, operation, maintenance, and development of the theatre and other performing arts facilities;

Plans and directs the publicity and promotion of the performing arts instructional and entertainment program;

Supervises salaried, contractual, and volunteer staff;

Develops the Performing Arts Department budget and oversees purchasing and management of department funds;

Maintains professional affiliations with appropriate cultural agencies;

Provides advice and assistance to community groups planning performing arts events;

Represents the performing arts program to the public.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of all phases of theatre, music, dance, film, television, and related fields of presentation;

Ability to plan, direct, and evaluate programs suited to target audiences;

Ability to develop operating procedures and schedules for a large theatrical facility and off-site programming;

Ability to develop a department budget and to oversee expenditures;

Ability to perform and/or oversee contract negotiations;

Ability to develop and maintain effective working relationships with the community, professional artists and managers, area arts organizations, and the media.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in theatre arts, arts management, or a related field, plus four years of performing arts management experience, including two years of supervisory experience. A Master's degree may be substituted for one year of the required experience.